



I Am Being Sued

What should I do?

Go to court right away and file your “response.” If you do not do this, you could lose your case.

How long do I have to file my response?

It depends on your case. You may have 30 days, or less. To find out, look at the papers you were served.

What papers do I need to file?

That depends. There are different kinds of responses. Most people file an “Answer.” **But only a lawyer can tell you which response is best for your case.**

Where do I find a lawyer?

Call the San Francisco Bar Association’s Lawyer Referral Service:

415-989-1616

Can I just call or write the court or the person who is suing me instead?

No. You **must** file a response. A letter or phone call to the person who is suing you or the court, or just showing up for your court date is not enough.

If I file an “Answer”, how do I fill it out?

In some cases, you have to use a special court form. In other cases, you have to use “pleading” paper. (Pleading paper is attached.) A lawyer can tell you what to use.

What do I do with my completed Answer?

- ① Make 2 copies.
- ② Ask someone to “serve” one of the copies to the Plaintiff. (The Plaintiff is the person who is suing you.)

The server must:

- Be 18 or over.
- Not be involved in your case.
- Mail the Plaintiff a copy of your Answer.
- Fill out the *Proof of Service by Mail* form and give it to you.

- ③ Take your original Answer, the extra copy and the completed *Proof of Service by Mail* form to the Clerk’s Office in Room 103.

Need more help?

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ACCESS

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